

## COMMISSION ON TEACHER CREDENTIALING

1020 O STREET  
SACRAMENTO, CA 95814  
(6)445-0184



June 24, 1985

84-8521

TO: County Superintendents of Schools  
ATTN: ~~Personnel Directors~~ and Credential Analysts  
FROM: John F. Brown, Executive Secretary  
SUBJECT: Two Issues Related To The Assignment/Misassignment Of  
Certificated Personnel

(1) Form to implement Education Code Section 44819.

Since the Assignment/Misassignment Workshops that were held in the Spring of 1984, the Commission office has received a number of questions about how to implement Education Code Section 44819 which follows:

Annual Report of Superintendent of Schools:

44819. Each city or district superintendent of schools shall make an annual report of the schools under his jurisdiction to the county superintendent of schools which shall include an affidavit that all employees in positions requiring certification qualifications were properly certificated for the work performed. (Amended by Stats. 1978, Ch. 843.)

You may wish to use the following form or adapt it for the districts in your county. Your attention to the implementation of E.C. Section 44819 is very much appreciated.

AFFIDAVIT OF THE PROPER CERTIFICATION FOR  
WORK PERFORMED BY CERTIFICATED EMPLOYEES  
(Education Code Section 44819)

STATE OF CALIFORNIA  
COUNTY OF \_\_\_\_\_

I, \_\_\_\_\_ Superintendent of the \_\_\_\_\_  
School District, hereby swear (or affirm) that all employees in positions  
requiring certification qualifications were properly certificated for the  
work performed by such employee during the school year, 19\_\_\_\_ - 19\_\_\_\_.

Date \_\_\_\_\_

Signature \_\_\_\_\_

## INSTRUCTIONS

*This affidavit shall be utilized by each district superintendent of schools at the close of the school year and shall be considered a part of the annual report of the schools under his jurisdiction to be forwarded to the county superintendent of schools as prescribed in Education Code Section 44819.*

cc: Personnel Director

\_\_\_\_\_  
Superintendent

(2) Report of County Workshops on Assignment/Misassignment:

The attached memo of December 18, 1984, was mailed to County Directors of Personnel and County Certification Analysts requesting county offices to hold assignment/misassignment workshops during the 1984-85 school year. Our office has received verbal and written reports of many of these county workshops and our staff has reviewed the suggestions and recommendations contained in those reports with great interest. If your county has not yet held an assignment/misassignment workshop, I encourage you to do so early in the 1985-86 school year.

A report of the 1983-84 assignment/misassignment workshops, held by the Commission, was reviewed and accepted by the Commission in September 1984. That report contained a section titled, Suggested Actions or Directions, which contained 11 suggested actions. That section of the report is attached for your information. The degree to which each suggested action has been implemented is indicated in the right hand column.

The Senate Education Committee is planning to hold a hearing in the Fall (1985) on the issue of assignment/misassignment. The Commission on Teacher Credentialing is responsible to provide a written report for that hearing. While much data has been gathered to date, we are looking forward to receiving a report of the assignment/misassignment workshop held in your county. A summary of all reports of the County assignment/misassignment workshops will be included in the report to the Senate Education Committee and for a September 1985 update to the Commission.

I very much appreciate all of your past help on assignment/misassignment issues and will look forward to receiving reports of your assignment/misassignment workshops. If I, or any of our Licensing staff, can be of assistance, please let us know.

## COMMISSION ON TEACHER CREDENTIALING

1020 O STREET  
SACRAMENTO, CA 95814

(916)445-0233



December 18, 1984

TO: County Directors of Personnel and County Certification Analysts

FROM: *Dick Mastain*  
Dick Mastain, Coordinator of Licensing and Professional Development

SUBJECT: A Request To County Offices To Hold Assignment/Misassignment Workshops With The School Districts In Their Respective Counties

Most of you attended one of the nine workshops the Commission held last year on the topic of Assignment/Misassignment. A report (attached) of the 1983-84 assignment/misassignment workshops was completed in July 1984, mailed to the 150 people who participated in the workshops, and presented to the Commission in September 1984. The Commission approved the Suggested Actions or Directions on pp. 14-16 of the attached report with the following amendment to #3 (Note: the deletions are interlineated and the additions are underlined):

- #3. Draft statutes that expand the authorization of the multiple subject credential to include teaching ~~two-to-three-subjects-to-one-or-more-groups-of-students in-a-core-classroom-in-a-Middle-or-Junior-High-School~~ provided-that-the-teacher-teaches-all-the-core-subjects-to-each-group-of-students- any subject in a departmentalized classroom, grades 8 and below and all subjects in a self-contained classroom, grades 12 and below.

One of the purposes of the 1983-84 assignment/misassignment workshops was to encourage the personnel of each county of superintendent of schools office to hold a similar workshop with school districts in their respective counties. The purposes of this correspondence are as follows:

- (1) to further encourage the county personnel director and the county credential analyst in each county, to join together in planning and implementing such a workshop;
- (2) to offer a few suggestions and provide some materials that you might find helpful in planning and implementing an assignment/misassignment workshop in your county;
- (3) to ask each of you to let me know the reactions of school districts to your workshop and the reactions to the suggested actions and directions on pp. 14-16 of the attached report.

In addition to the attached report of the 1983-84 assignment/misassignment workshops is a copy of Section B of the Manual on Certification and Preparation of Educational Personnel in the United States. I think that you will find this comparison between the states most interesting and informative, especially the components related to sanctions imposed by the various states when misassignment occurs. Please feel free to duplicate any or all parts of the two attached reports for the participants in your workshop.

As a result of attending several assignment/misassignment workshops held by county offices and discussing the plans for such workshops with a number of county personnel directors and county credential analysts, I offer the following suggestions for your consideration:

- (1) review the purposes of the workshop with the county superintendent of schools to the degree that he/she is in full support of the purposes of the workshop and conveys the importance of the workshop to district superintendents, both through the letter of invitation to the workshop and through his/her periodic meetings with district superintendents;
- (2) invite a personnel director and/or credential analyst from a school district outside the county to explain exemplary practices, now in use, to track the assignment of certificated personnel;
- (3) review the Commission's proposed actions or directions as stated on pp. 14-16 of the attached report;
- (4) write a summary of reactions and understandings that came out of the workshop and share those with the participants and with the Commission.

I very much appreciate all of your past help on assignment/misassignment issues and will look forward to hearing about your worthwhile and successful workshops this year. If I, or any other Licensing staff can be of assistance in your preparation for the workshops, please let me know: 916-445-0233.

EXCERPT FROM A JULY 19, 1984 COMMISSION ON TEACHER  
CREDENTIALING AGENDA ITEM ENTITLED: "REPORT AND RECOMMENDATIONS  
RELATED TO THE SPRING 1984 WORKSHOPS ON ASSIGNMENT/MISASSIGNMENT  
PRACTICES"

SUGGESTED ACTIONS OR DIRECTIONS

Staff suggests Commission consideration of the following:

The degree to which the  
suggested action or  
direction has been  
implemented

1. Draft statutes that enable holders of Standard Teaching Credentials to add Supplementary Authorizations and authorize colleges to develop supplementary authorization programs (minors) of twenty (20) semester units of sequential course work. [This will require removing the proposed section in AB 3600 and finding an author to carry the proposed language in another 1984 bill.]
2. Utilize every available avenue to encourage candidates for single subject credentials to qualify for one or more added authorizations by examination; and/or to add a supplementary authorization by planning and completing twenty semester units of sequential course work in a commonly taught subject. Some of the means for achieving this could include:
  - (a) Requesting the Association of California School Administrators and the County Personnel Administrators Association to draft a letter to colleges regarding their perceived need to hire newly credentialed teachers who are authorized to teach more than one subject;
  - (b) To encourage colleges to begin developing supplementary authorization programs of twenty semester units of sequential course work. (It would be advantageous if these supplementary authorization consisted of the first stage of a full single subject waiver program. This would enable some individuals who complete the twenty semester units to decide that they want to complete the full waiver program and they can do so without much lost momentum.);
  - (c) To include, with each Commission-issued single subject credential document, a flyer explaining in very brief and simple language, the means for earning supplementary authorizations and added authorizations.
3. Draft statutes that expand the authorization of the multiple subject credential to include teaching two to three subjects to one or more groups of students in a core classroom in a Middle or Junior High School provided that the teacher teaches all the core subjects to each group of students.

This is included in Senate Bill 511 (Craven) and in Senate Bill 869 (Bergeson).

We have done this. However, the passage of SB 511 and/or SB 869 will be a very strong motivating factor.

We have been doing this for the past year. The form number is CL-593 and a copy appears on page II-A-24b of the Credential Handbook.

This is included in SB 511 (Craven) and SB 869 (Bergeson)

EXCERPT FROM A JULY 19, 1984 COMMISSION ON TEACHER  
CREDENTIALING AGENDA ITEM ENTITLED: "REPORT AND RECOMMENDATIONS  
RELATED TO THE SPRING 1984 WORKSHOPS ON ASSIGNMENT/MISASSIGNMENT  
PRACTICES"

SUGGESTED ACTIONS OR DIRECTIONS

The degree to which the  
suggested action or  
direction has been  
implemented

4. Revise Section XI of the Credential Handbook to include the below listed topics and to request county offices to reproduce and distribute this information to all districts as part of their assignment/misassignment workshops in 1984-85:
  - The authorization of each credential;
  - All Education Code Sections related to the assignment of personnel;
  - Examples of exemplary assignment tracking systems.
5. Complete Title 5 Regulations that cite requirements for and the authorization of the following Ryan Credentials:
  - Administrative Services
  - Special Education
  - Adapted Physical Education
6. Revise Title 5 Regulations to allow the Limited Assignment Emergency Credential to be renewed on the basis of staff development or the existing six semester units, and to be available to a certificated teacher without limitation of number of renewals.

NOTE: This credential is issued only to teachers who already hold a credential and who are employed. The present requirement that renewal must be based on six semester units of course work and the limitation that this credential can be issued in only one subject and for a maximum of three years seriously hampers the full utilization of this credential for purposes of reassignment.

We have nearly completed clarifying the authorizations of all credentials. We need your assistance regarding the assignment/misassignment workshops.

A public hearing for the Adapted Physical Education Regulations will be held in June and a public hearing for the Special Education Regulations will be held in August.

We have proposed regulations that the Commission will review at the June 1985 meeting that will allow renewal to be based on staff development and that will allow this emergency credential to be available to a certificated teacher without limitation of number of renewals.

7. Draft statutory language that authorizes the acceptance of teaching experience and staff development, in lieu of course work, for the issuance of a supplementary authorization for credentialed teachers who have successfully taught the subject of the authorization for five or more years.

This has not been implemented.

EXCERPT FROM A JULY 19, 1984 COMMISSION ON TEACHER  
CREDENTIALING AGENDA ITEM ENTITLED: "REPORT AND RECOMMENDATIONS  
RELATED TO THE SPRING 1984 WORKSHOPS ON ASSIGNMENT/MISASSIGNMENT  
PRACTICES"

SUGGESTED ACTIONS OR DIRECTIONS

The degree to which the  
suggested action or  
direction has been  
implemented

- |  |  |
|--|--|
| 8. Conduct a study of the feasibility, costs and benefits of amending statutes to allow certificated teachers to earn supplementary authorizations <u>either</u> by the completion of an approved program or the passage of a secure examination adopted by the Commission in the subject of the supplementary authorization. Such a study would include a staff review of the content of available examinations, and could include a pilot study of performance on one or more existing examinations by the holders of supplementary authorizations who volunteer to participate in such a pilot study.   | This has not been implemented.   |
| 9. Add a study of the year-around school to Category 4 of the agency work plan (for future activities to begin when resources become available) with a focus on the following issues: <ul style="list-style-type: none"><li>- How the year-around school could impact on the utilization of the available human resources;</li><li>- How the utilization of some or all educational personnel on a "full year" basis would impact on the status of the profession, on the public's perceptions of the professional, and on the long-range salary potentials of the profession.</li><li>- How some of the funds projected for building new classrooms (3.5 to 4.5 billion dollars) might be reallocated to the retraining of personnel, staff development, the support of beginning teachers, and other areas of personnel development.</li></ul> | This has not been implemented.   |
| 10. Request county offices to report on the assignment/misassignment workshops held with the school districts in each respective county and present a summary of these workshops to the Commission at the June 1985 meeting.   | This will be done - with your help.  |
| 11. That, following the actions and directions cited above and following the June 1985 report to the Commission on the County Workshops and the general status of the assignment/misassignment issue, the Commission form an ad hoc committee to study and make recommendations regarding <u>sanctions</u> .   | The Commission continues to support this action, but will probably not take any action earlier than December 1985. |

EXCERPT FROM A JULY 19, 1984 COMMISSION ON TEACHER  
CREDENTIALING AGENDA ITEM ENTITLED: "REPORT AND RECOMMENDATIONS  
RELATED TO THE SPRING 1984 WORKSHOPS ON ASSIGNMENT/MISASSIGNMENT  
PRACTICES"

SUGGESTED ACTIONS OR DIRECTIONS

NOTE: This study could include the clarification on sanctions possible under existing laws and the determination of what additional statutes or regulations are needed to plan for and implement a system of effective response to any misassignment.

The degree to which the suggested action or direction has been implemented